



Consultation 2011/02 – Changes to General Rule 4

General Rule 4 covers meetings and proceedings of the Board. The proposed amendments re-order some of the provisions, update the terminology generally and provide for specific changes in four main areas.

- Those who may call a special meeting of the Board and the notice required
- Preparation, circulation and publication of the Agenda and open papers
- Conduct and running of meetings including right of audience of the Registrar
- Publication of Board members' allowances and expenses

Response from:

(Name)

(Job Title)

(Organisation)

(Postal address)

(email address)

Please complete and return to Architects Registration Board, 8 Weymouth Street, London W1W 5BU, by Friday 21 October 2011, or you can email your response to elaines@arb.org.uk . You can also fax your response to 020 7436 5269.



Architects Registration Board

Original document	Draft suggested document	Comments
<p>4(i) Pursuant to paragraph 10 of Part I of the First Schedule of the Act, the following Rules shall apply to meetings of the Board:</p> <p>a. ordinary meetings of the Board shall be held at intervals of no greater than four months;</p> <p>b. a special meeting of the Board for a specified purpose may be convened by the Registrar or in response to a written request by not less than five members of the Board;</p> <p>c. every meeting of the Board shall be convened by the Registrar by notice, specifying the time, date and place of the meeting, sent by post to each member at his or her last known</p>	<p>4i Pursuant to paragraph 10 of Part 1 of the First Schedule of the Act, the following Rules shall apply to meetings of the Board:</p> <p>a. ordinary meetings of the Board shall be held at intervals of no greater than four months;</p> <p>b. a special meeting of the Board for a specified purpose may be held if called by the Registrar, where the Registrar believes it appropriate to do so, or following a written request by at least five members of the Board or the Chair;</p> <p>c. by the end of each calendar year, the Registrar shall publish a schedule of meetings, approved by the Board for the following year. The Board may amend the Schedule at any time and</p>	

<p>address not less than 12 days, or in the case of a special meeting, not less than five working days before the meeting;</p> <p>d. if a quorum (as specified in paragraph 9 of Part I of the First Schedule of the Act) is not present at the start of the time appointed for the meeting, that meeting shall nonetheless undertake the business before it, subject to a following quorate meeting of the Board endorsing what was done;</p> <p>e. the Board shall regulate its proceedings to do all that is necessary to carry out the provisions of the Act in accordance with The Rules of Debate attached as Schedule 1 to these Rules.</p>	<p>if it does so the Registrar shall publish an amended schedule as soon as practicable;</p> <p>d. at least five days' notice (or such lesser notice as the Registrar exceptionally considers reasonable in the circumstances) shall be given to all Board members for a special meeting.</p>	
<p>4(ii) Pursuant to paragraph 23 of Part IV of the First Schedule of the Act, members of the Board, the Professional Conduct Committee or any other Committee established by</p>	<p>4ii The Agenda</p> <p>a. The agenda will be drawn up by the Registrar or Deputy Registrar after consultation with the Chair and Vice Chair. With the permission of the</p>	

<p>the Board may claim compensation for attendance at meetings of the Board or its Committees, and for travel and subsistence expenses at the prevailing rates agreed by the Board and publicised in the Annual Report.</p>	<p>Chair, a Board member may place an item on the agenda for a meeting, An application for permission need not be considered unless the proposed item and relevant supporting paper are submitted to the Chair and the Registrar at 48 hours before the relevant meeting.</p> <p>b. The agenda and supporting papers shall be circulated to Board members five working days in advance of the meeting. Late papers shall be provided as soon as possible. The method of distribution will be determined by the Registrar. The agenda and papers for the open part of the Board meeting shall be available on the Board's website at least three days before the meeting, or in the case of late papers, as soon as possible after circulation to the Board.</p> <p>Quorum</p> <p>c. If a quorum (as specified in paragraph 9 of Part 1 of the first Schedule of the Act is not present at</p>	
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	<p>the start of the time appointed for</p> <p>the meeting, that meeting shall nonetheless undertake the business before it, subject to a following quorate meeting of the Board endorsing what was done. Without prejudice to the requirement for a quorum to be actually present the Chair may permit Board members to participate in meetings and vote by way of telephone and/or video conference where it is in the interests of the effective conduct of the Board's business to do so.</p> <p>The Smooth running of the meeting</p> <p>d. It will be the responsibility of the Chair of the Board or the Vice Chair if presiding to:-</p> <ul style="list-style-type: none"> • decide the order in which the Board members will speak, ensuring that adequate views are sought to make decisions and that members are given opportunity to speak; • determine which matters are or are not relevant to the business of the meeting • determine whether a vote is required; 	
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	<ul style="list-style-type: none"> • ensure orderly conduct of the meeting; • adjourn the meeting if necessary and determine the appropriate period for adjournment. <p>e. The order of business shall follow the agenda issued unless otherwise directed by the Chair.</p> <p>f. Where it is appropriate to do so the Board may decide to accept items in addition to those included within the agenda if such additional business is proposed to be included by the Chair. The order of calling motions and amendments and items of business shall be as directed by the Chair to promote the effective and timely despatch of the business.</p> <p>g. Every proposal requiring a vote shall be moved and seconded and the names of the mover and seconder shall be recorded in the minutes.</p> <p>h. Every amendment shall be relevant to the proposal for a vote on which it is moved.</p>	
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	<ul style="list-style-type: none">i. Members of the Board speaking to a proposal or amendment shall direct their speeches directly to the proposal or amendments under discussion.j. The order of voting on proposals and amendments shall be as decided by the Chair with a view to best reflecting the intentions of the Board.k. The Registrar and Chief Executive (or Deputy Registrar, if the Registrar is unavailable) shall attend all Board meetings and may address the Board on any item. The Registrar (or Deputy Registrar) may be asked to withdraw for individual agenda items by the Chair. Members of staff may be invited to address the Board. <p>Voting</p> <ul style="list-style-type: none">l. In the case of an equal number of votes, the Chair (or Vice Chair in the absence of the Chair) shall have a second or casting vote.	
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	<p>Rescinding of Resolutions</p> <p>m. No motion to alter or rescind a resolution which has been passed by the Board within the preceding six months shall be accepted by the Chair for inclusion within the agenda unless the notice includes, in addition to the name of the member who proposes the motion, the names of three other members in support of the motion.</p>	
<p>4(iii) The Board or any Committee of the Board which the Board has established to discharge functions, may pass a resolution other than at a meeting of the Board or the Committee if:</p> <p>a. the Chairman and/or Vice Chairman (or in the case of a Committee, the Chairman of that Committee) shall have approved the proposed motion as appropriate for consideration without a meeting and shall have set the time within which a decision is required; and</p>	<p>4iii Minutes of Board Meetings</p> <p>a. The minutes of all Board meetings shall include: the names of every Board member present and of any other person participating in the meeting; apologies tendered by any Board member; any declaration of interest; and the withdrawal from the meeting of any Board member on account of a conflict of interest. The Minutes shall be limited to a brief summary of the reasons for any decision in relation to which a vote has been taken.</p>	

<p>b. the motion and relevant papers, if any, have been sent by post, fax, email or hand delivery to all Board or Committee members as the case might be by the Registrar (acting as Chief Executive), together with a statement of the time and means by which the votes for or against or abstaining are to be received by him or her.</p> <p>The result of any resolution decided in this way is to be notified to all Board or Committee members thereafter, as the case might be.</p>	<p>b. Following each meeting, draft minutes will be circulated to all Board members for their comments.</p>	
<p>4(iv) Except to the extent of a Board decision to the contrary, the Registrar (as Chief Executive), the Chairman and other officers shall (so far as is permitted by law) have such delegated authority to act on behalf of the Board in implementing its policies:</p> <p>a. as may be expressly given by the Board; or</p>	<p>4iv Resolutions made outside meetings The Board or any Committee of the Board which the Board has established to discharge functions, may pass a resolution other than at a meeting of the Board or the Committee if:</p> <p>a. The Chair and/or Vice Chair (or in the case of a Committee, the Chair of that Committee) shall have approved the proposed motion as</p>	

<p>b. as is desirable or necessary for the efficient operation of the Board's activities; or</p> <p>c. as relates to matters customarily delegated to such persons.</p>	<p>appropriate for consideration without a meeting and shall have set the time within which a decision is required; and</p> <p>b. The motion and relevant papers, if any, have been sent by post, fax, email or hand delivery to all Board or Committee members as the case might be by the Registrar.</p> <p>c. The result of any resolution decided in this way is to be notified to all Board or Committee members thereafter, as the case might be.</p>	
<p>4(v) Where the functions of the Board as a competent authority under the Directive are exercised by the Registrar he shall exercise them on behalf of the Board.</p>	<p>4v Board and Committee Members' Expenses</p> <p>Pursuant to paragraph 23 of Part IV of the First Schedule of the Act, members of the Board, the Professional Conduct Committee or any other Committee established by the Board may claim an allowance for attendance at meetings of the Board or its Committees, and for travel and subsistence expenses at the prevailing rates agreed and published</p>	

	by the Board annually. All payments for Board member attendance allowance and expenses will be published by ARB.	
	<p>4vi Delegated Authority Except to the extent of a Board decision to the contrary, the Registrar (as Chief Executive), the Chair and other officers shall (so far as is permitted by law) have such delegated authority to act on behalf of the Board in implementing its policies:</p> <ul style="list-style-type: none"> a. as may be expressly given by the Board; or b. as is desirable or necessary for the efficient operation of the Board's activities; or c. as relates to matters customarily delegated to such persons. 	
	<p>4vii Competent Authority Where the functions of the Board as a</p>	

	<p>competent authority under the Directive are exercised by the Registrar he or she shall exercise them on behalf of the Board.</p>	
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